



EXAMINATION OPEN TO THE PUBLIC

FINANCIAL CLERK

ANNUAL \$35,569
SALARY: \$45,295

SALARY
GROUP: CL 12

APPLICATION CLOSING
DATE: APRIL 16, 2013

EXAM
NO: 130390CMB

**THE LIST RESULTING FROM THIS EXAMINATION WILL ALSO BE USED TO FILL
CASH ACCOUNTING CLERK POSITIONS.**

PURPOSE OF CLASS: In a state agency this class is accountable for the preparation and/or maintenance of payroll, agency accounts, financial statements, cash accounting or other bookkeeping and record keeping functions in an agency.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 16, 2013**:

GENERAL EXPERIENCE: Two years' clerical experience in accounting, financial record keeping or bookkeeping.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of basic bookkeeping, accounting, and financial record keeping procedures; some knowledge of payroll procedures, financial terminology and coding, statements and budget preparations; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, computer terminals, typewriters, calculating machines, cash registers, check writing machines and other electronic equipment.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

EXAMINATION DATES: The examination for Financial Clerk will be administered on selected dates from **JUNE 10, 2013 – JUNE 11, 2013**. Reserve both days as your exam may be scheduled on either of these dates.

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by April 16, 2013.** A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://.das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.